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Class Specifications
for the Class:

PUBLIC WELFARE HEARINGS OFFICER
(PUBLIC WELFARE HRNGS OFFCR)

Distinguishing Characteristics:

This class involves responsibility for conducting administrative appeal hearings requested by public welfare applicants, recipients and others relative to agency determinations on public assistance benefits and social services matters; and renders formal written decisions affirming, reversing or modifying determinations and case actions. A position in this class is designated by the Director of Human Services to hear and adjudicate appeals on his/her behalf. These hearings are conducted within the requirements of the Administrative Procedures Act and rules of evidence, with formal written decisions being issued in which agency determinations or case actions may be affirmed, reversed or modified. Although corrective actions resulting from a decision apply only to the immediate case under review, such decisions may affect departmental program policy interpretations and application. Fair hearing decisions are final and binding unless overruled by a court of competent jurisdiction, and may serve as a precedent for the handling of similar cases by line staff and other hearings officers.

An incumbent of a position in this class works under the general administrative direction of a higher level public welfare hearings officer who may provide consultation or advice upon request but who does not otherwise directly influence the findings and decision of an incumbent of a position in this class.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Conducts hearings within the requirements of the Administrative Procedures Act and the rules of evidence; reviews assigned fair hearing applications and frames the issues involved, may administer oaths or affirmations to participants; explains the issues and the legal and procedural aspects of the

hearings; hears testimony and conducts examinations of applicants, recipients, agency representatives and other witnesses and reviews documentary evidence; determines whether or not testimony and exhibits introduced are competent and relevant; rules on objections by interested parties; may prepare interrogatories and provide for the taking of depositions; analyzes all evidence objectively and makes findings of facts; conducts research and reviews relevant court and fair hearing decisions, statutes, regulations, and policies; applies facts to the law; issues formal written decisions, setting forth the facts, reasons for the decision, applicable laws, regulations, etc.; grants or denies postponements, continuances, and requests for reopening or withdrawal of appeals; and maintains proper records and files for possible presentation to the courts in cases of judicial appeal.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles of conducting quasi-judicial hearings; procedures and rules of evidence as they apply to quasi-judicial hearings; interviewing techniques; research methods and techniques; and report writing.

Ability to: Learn and explain public welfare programs, laws, rules, regulations and policies; interpret and apply public welfare laws, rules and regulations and precedent court decisions; communicate effectively orally and in writing; conduct quasi-judicial hearings; develop, analyze, correlate and evaluate evidence and facts; and compose logical and clear opinions.

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This is a change in title and an amendment to the specification for the class PUBLIC WELFARE HEARINGS OFFICER I (PUBLIC WELFARE HRNGS OFFCR I), approved on May 29, 1985.

DATE APPROVED: 4/18/96

/s/ Ann K. Kon
for JAMES H. TAKUSHI
Director of Human Resources Development